



How to Index on FamilySearch.org

Why we index

- Indexing speeds up the genealogy process and makes it easier for us to find our ancestors.
- Once an image is indexed it can be searched by the computer and can appear on relevant people's pages in the tree as record hints
- Indexing is a great way for those who struggle with genealogy to still contribute

How to find a Batch

- To access Indexing first go to www.familysearch.org and click on "Get Involved" at the top of the page.
- In the dropdown menu click on "Indexing"
- On the next page click the blue button that says, "Find a Project"
- Records are organized into batches and sorted by their difficulty and language; you can choose one in whatever combination you choose.
- Once you find a batch you want, click the box that says "Index"
- You can check out up to 10 batches at a time and the batches will be due about a week after checked out. If you take longer than this the batch will be assigned to someone else

How to Index a Batch

- After the batch is opened you will be asked "Should this image be indexed?" you will have two options "yes," "No, Duplicate Image," or "No, no extractable data."
- After saying yes, you will be given a series of boxes to fill out that vary depending on the type of record you are indexing. Boxes with stars are required to be filled out, but sometimes that information might not be on the record for some reason. If this is the case click, "Ctr-B" to mark it as blank
- Once you have filled out all the boxes, click the arrows to go to the next entry, repeat these steps until you fill out all of them. If there is still more information on the page after all these, you will have an option to create a new entry. Keep doing this until all the information on the page is indexed
- If you have too more entries to fill out then there is information on the record, simply click the "Ctr-B" button to mark the rest of them blank
- Once everything on the image is indexed click on the "Submit Batch" button.
- Next to each box there will be a question mark. Clicking the question mark will tell you the rules for that project and whether you are supposed to standardize names and places or leave them as is

What if you mess up?

- Each batch is independently indexed by one person then it is reviewed by a second person. If there is not enough agreement, it will be reviewed again. After indexing 1,000 records, you can become a reviewer.
- Do your best, but it is difficult for errors to creep through the system, even if they do other users can still report and correct errors even later

What if a batch is too hard?

- If a batch turns out to be too difficult for you, you can return it. Returning it is not the same thing as submitting it. If 10 people return the same batch, it is determined to be too difficult and is re-evaluated